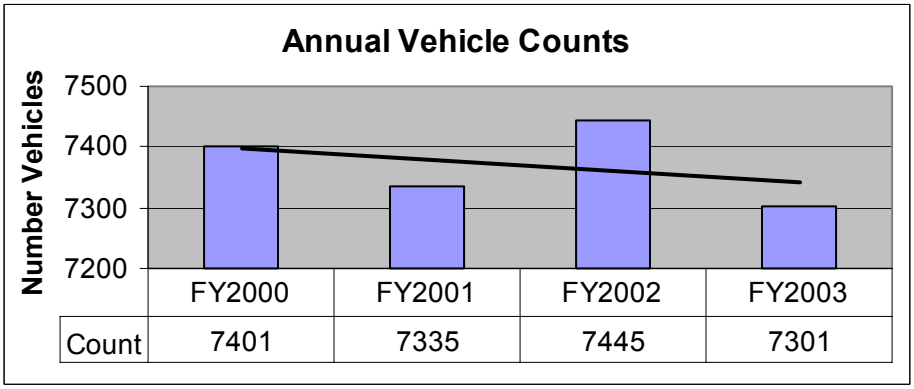
4120 State Office Building
Salt Lake City, Utah 84114

State of Utah

Division of Fleet and Surplus Services 2003 Report

A year in review relating to cost reductions and fleet and surplus property innovation and successes.



Overview

Fleet Operations enjoys another year of success statewide

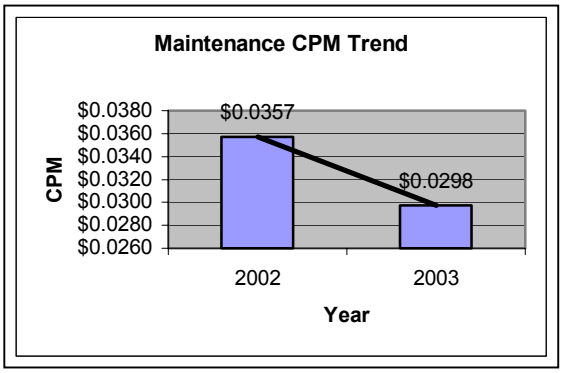
This past year was marked by many successful and significant cost reductions throughout the statewide fleet. Most notably was the Legislative mandate to reduce the state fleet by five (5%) percent. Every fleet agency participated with the division to reduce the fleet per the Legislative intent language below:

> "*It is the intent of the Legislature that the Division of Fleet Operations work with the agencies to reduce the size of the fleet, except for vehicles for sworn officers, by five percent by the end of FY 2003."*

Additionally, this past year the division began to observe for the first time, a normalization and a consistency emerging within the fleet data. We believe this is due to two primary factors; 1) the report card process and 2) increased awareness and participation by each fleet agency.

Each year, we look at the numbers part of the fleet business. This past fiscal year we noticed many positive trends starting to take shape in the state fleet.

First, the overall fleet costs related to the state fleet show a downward trend over last fiscal year. Before you get too excited, there are many reasons for these lower costs ranging from the legislative-mandated fleet reduction of over 230 vehicles and less statewide travel due to a slower or stalled economy.



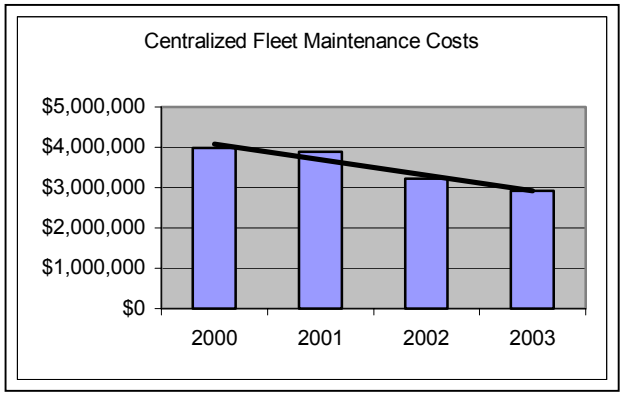
However, on the positive side, the overall per-mile costs are still down despite the reasons. Cost-per-mile or CPM is a benchmark everyone in the fleet industry refer to all the time. This is a "BIG DEAL"! Especially, when you consider that the state vehicles operate almost 98,000,000 miles annually. Those of us that have been in the fleet management business for a while grow to understand the "Power of a Penny".

Just to give you an idea, comparing last year's CPM to this years in the area of vehicle maintenance we saved approximately $0.005 per mile. This equates to ½ a penny per mile in savings. However, when you consider that the state fleet operated over 98 million miles in 2003 this is a savings of **$583,000** or a 9% overall decrease.

Second, this past year much of the fleet data being collected is starting to show very positive signs of consistency. Consistency is important for us to conduct effective trend analysis of the data and to formulate and implement new fiscal management policies. We still have some work to bring more consistency to the data integrity process. However, it is beginning to show that some of our policy and management changes are starting to take shape. Just to recap,

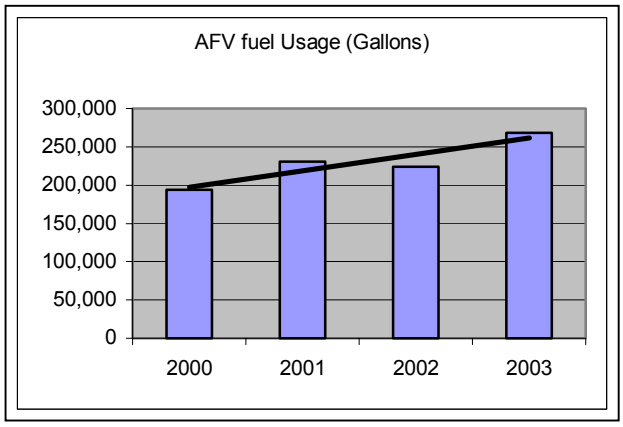
below are some management objectives that have been implemented the past few years to help increase data integrity.

- **Odometer reading validation and accuracy**- It is said in the fleet business, "Correct mileage is the lifeblood of quality fleet management." Every fleet management decision is predicated on accurate vehicle mileage, from cost analysis to vehicle replacement. In FY2000, a process was implemented that included a fee for errant odometer readings entered into the system. Odometers are entered through several sources. One of the most important sources is the vehicle operator when fueling occurs. Prior to the implementation of this management policy the error rate was about 15%. This past year's error rate of is only about 7%, meaning 93% of all odometers entered are correct. This is a tremendous improvement.



- **Centralized Maintenance Management**- In FY 2001 the central fleet partnered with Automotive Resources International (ARI) to help improve data integrity. The partnership process has proved to save money each year relative to maintaining state vehicles. (See Graph) Moreover, the quality of the data has improved immensely. This partnership includes the use of standardized industry codes to annotate repairs and a monthly download of all work orders performed into the fleet system. Additionally, this partnership has produced savings in the area of "post-warranty" recovery. This is an area of fleet maintenance never recouped in the past. In a nutshell, these savings are monies collected when the vehicle is out of the warranty period. ARI's clout in the fleet industry allows them to negotiate with the big manufacturers and collect this on the state's behalf. To date the total equals, **$77,571.**

- **Alternative Fuel Vehicle fuel usage-** Several years ago the federal government implemented some strategic objectives for state and municipal fleets to reduce import of fossil fuel resources. This included the purchase of alternative fuel vehicles, which include the use of Compressed Natural Gas (CNG), propane, electric and ethanol (E-85). The state has been using two primary alternative fuel sources, CNG and E-85. The past four years the overall use of AF sources has steadily increased. The state's cost of CNG compared to unleaded fuels is approximately thirty cents less per gallon. This equates to overall fuel saving in FY 2003 of about $**80,379**. This is a very positive trend considering the overall number of AFVs has decreased from the previous year by 14% (down fro 858 to 735). We can all start breathing a little easier!



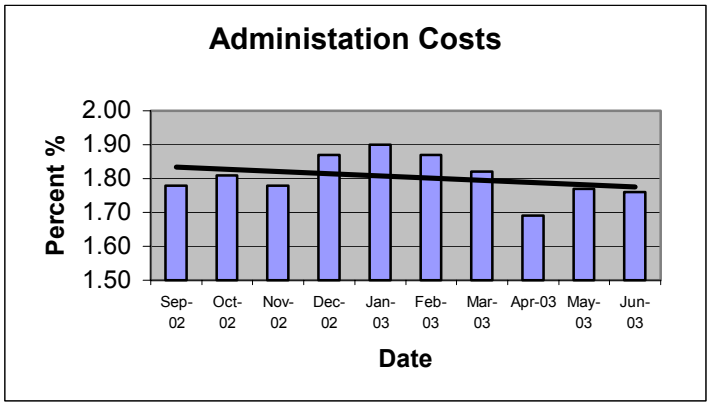
Overall, this past fiscal year is showing many other positive signs relative to continued fleet savings.

Administration Program

Administration, Accounting and MIS enjoys great success during this past year!

Overview

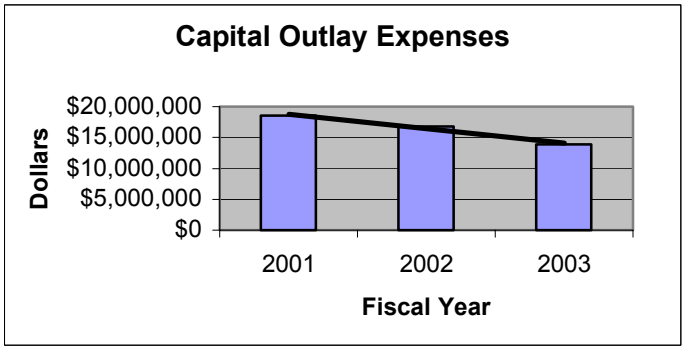
The administration program consists primarily of the Director's office, MIS program (Management Information Systems) that includes computer system training and fleet data analysis, and the Financial Management group. In addition, the majority administrative duties of the division reside in this program, which also includes vehicle complaint tracking, rates and budget, legislative interaction and the formulation of fleet policies and procedures statewide. DFO directly manages about 58% of the total state fleet. The remainder of the state fleet is managed by UDOT (heavy-duty) and each Higher Education unit.



Administration costs of the fleet continue to improve each year, as does the consistency of the data collected by the various fleet related systems. This past year there were several benchmarks that warrant highlighting. One of the most important is the overall cost of administration relative to the total fleet budget. This is the percentage of overhead required to administer the statewide fleet operation. As you can imagine this is important to all state fleet stakeholders because it directly affects the rates charged by the division. This is a benchmark fleet continues to watch very closely with a goal of keeping it less than 2.0%.

Additionally, this program handles all of the direct administrative support throughout the division. Frequently a coordination meeting is held to discuss past, current, proposed and future projects. This meeting has proved to be invaluable and has evolved to include major stakeholders in the division. Below is a list of some projects requiring divisionwide coordination throughout the year:

- PLUS (Property Listing and Utilization System) enhancements and upgrades.
- Creation of the "Online Auction" services program
- Fleet Focus upgrades and system integration
- Fuel Program Software upgrade and system integration
- State vehicle report
- Fleet PM program monitoring and recalls
- Fleet Training and reporting systems

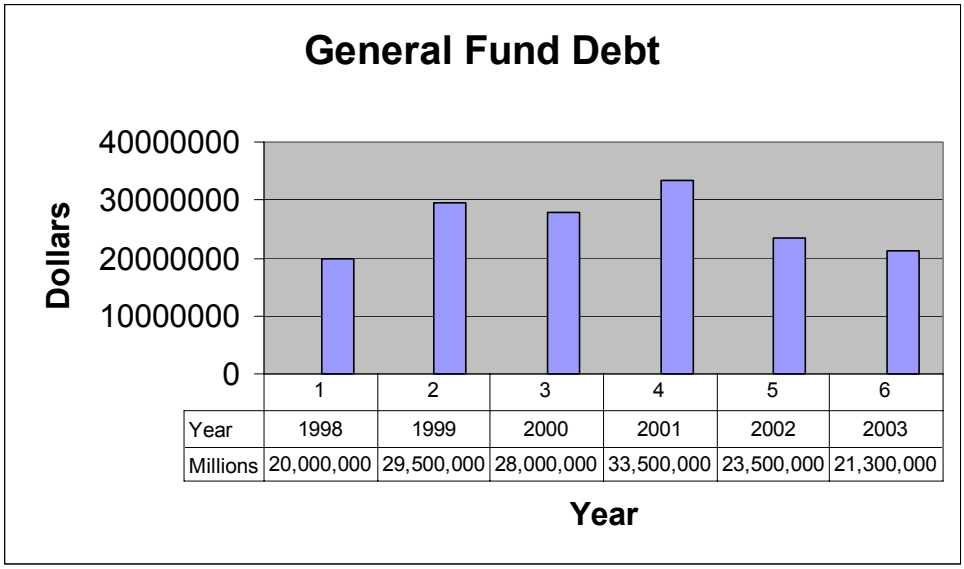


This past year was another year of declining Capital Outlay expenses to purchase vehicles and other equipment. Since Fleet Operations was formed this benchmark has continued to decline the past several years. This is brought about primarily by two factors; 1) fleet reduction through increased utilization and 2) accurate

life cycling to avoid catastrophic failure. (*It should be noted that this expense category could be cyclical based on vehicle replacement needs and inflation costs of vehicles.*)

General Fund Debt
The most significant accomplishment of this program is the continued decline in the General Fund (GF) debt. Several years ago the Legislature changed the direction of purchasing fleet vehicles, requiring capital upfront to purchase expansion vehicles and replacement upgrades.

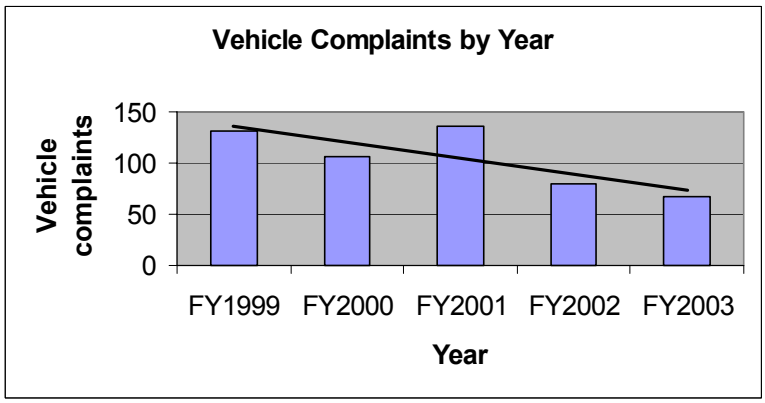
The GF debt related to the fleet consolidation reached an all time high of approximately



$34,000,000 dollars. This policy change was intended to keep the total GF debt static until such a time as the money could be appropriated to pay it off. Prior to the fleet consolidation the General Fund debt hovered around $20-23 million annually.
In first quarter 2004 the total GF debt was about $22 million dollars.

DFO has worked closely with the Governor's office to reduce the annual amount of capital authorization request. This is back almost to the level prior to the statewide fleet consolidation. The chart to the above shows a snapshot of at least one fiscal period in the past six fiscal years. The significant result that this debt reduction has affected is the amount of the division's request for capital authorization, which has shown a decline by 45% since FY 2001.

The past few years we've seen a declining trend relating to the number of vehicle complaints from citizens (See chart below). Several initiatives have been implemented in an effort the past few years to reduce these complaints. These include, increased review of driver accountability, review of driver complaints vs. accident history by the Accident Review Committees (ARC), and a change in the positive vehicle identification markings. Vehicle complaints in general are down by 49% since FY 1999.



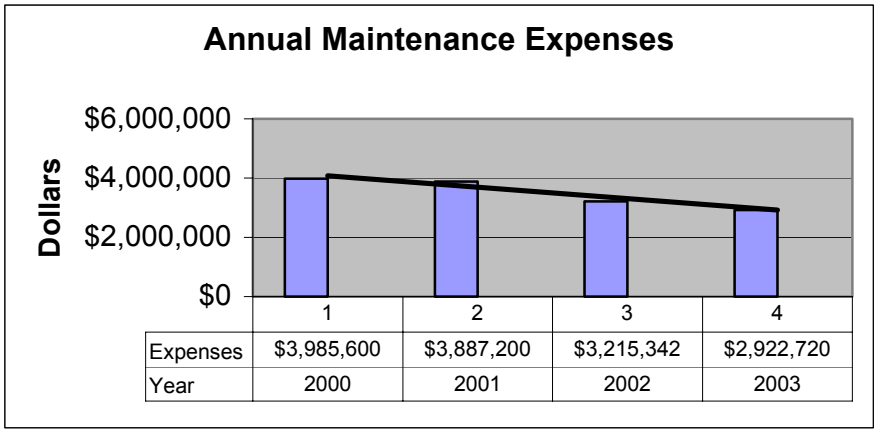
This has all been accomplished the past year through increased efficiencies and reductions in personnel. In FY 2001 the administration program had 10 FTEs compared to 7.64 in FY 2003.

Fleet Operations Program

Operations increases productivity and reduces costs!

Overview- Ownership and Operating costs

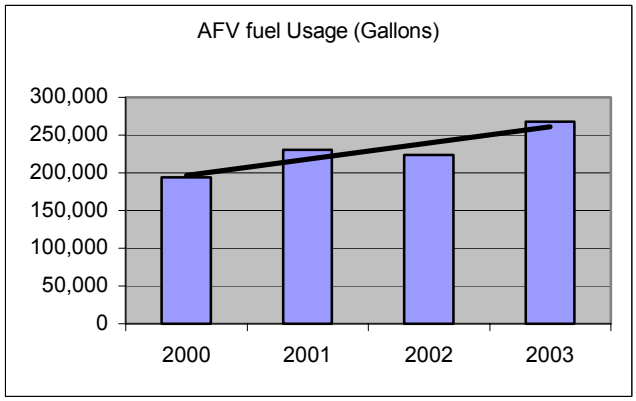
The Operations Program is one of the programs where the "rubber meets the road". This program is chiefly responsible for all vehicle operations from "cradle to grave". Their duties include vehicle purchasing/upfitting, vehicle PM/maintenance, accident management, vehicle pooling/scheduling and vehicle replacement/delivery. This past year this program has seen many significant accomplishments begin to take shape.



First, total vehicle purchases continued to decline for a second straight year. In FY 2003 the total amount of vehicle purchases was $13,890.061 down by over 16%.

Secondly the total maintenance costs expended by the division has dropped for the fourth consecutive year. The total savings in FY 2003 equals **$1,062,880** dollars over the previous fiscal years. These declines can be directly contributed to more effective management using the division's outsourced maintenance program administered by a contract with Automotive Resources International (ARI). This partnership is showing some significant cost savings through effective maintenance scheduling, monitoring and warrant recovery.

Lifecycle, Fuel & AFV Management



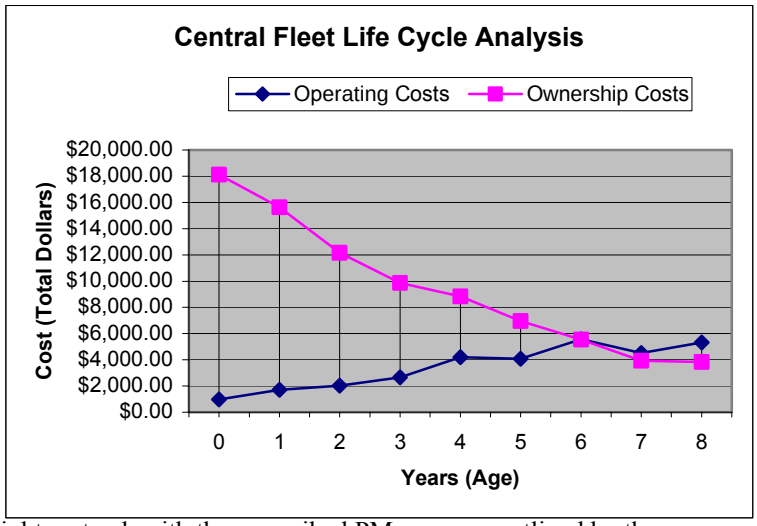
In FY 2003 fuel costs increased by about 10%, which is primarily a reflection of fuel prices in the market. However, historically fuel prices have declined by a total of 21% since FY 2000. Operations will continue to closely monitor these benchmarks and recommend goals and strategies to improve vehicle fuel efficiencies and reduce fuel costs per vehicle. Two positive trends relating to fuel expense this past year was the increase in the use of Alternative fuels (AF) and the data consistency relating to Mile-per-gallon (MPG). The total amount of AF increased by 28% since FY 2000, which is significant considering the number of AFVs, decreased from the

previous year. If this trend continues we will recognize some additional fuel cost savings in the future. The average price of AF is about 20 cents less than traditional fossil fuels. Accessibility is still an issue with AF choices. Compressed Natural Gas (CNG) is still the most prevalent AF utilized throughout the state. The division is a member of the Salt Lake Clean Cities Board of Directors and continues to work to improve the state's AF infrastructure. The table below shows significant statistics relative to the statewide AFV program for the past several years.

AFV Statistical Information	FY 1999	FY 2000	FY 2001	FY 2002	FY2003
Total Number of AFVs	571	588	735	858	735
Total Alternative Fuel Gallons Sold	179,230	194,013	230,698	223,592	267,932
Total Number of owned CNG Sites	5	8	8	8	8
Total Number of CNG Sites (In State)	16	22	20	22	22
Total Fuel Gallons Sold	15,465,288	15,728,584	16,613,614	17,471,818	19,240,076
Total Fuel Gallons Sold (State Vehicles)	4,784,005	5,461,687	5,646,372	5,895,521	6,814,908
% AFV gallons/fuel sold (state network)	1.16%	1.23%	1.39%	1.28%	1.39%
% AFV gallons/fuel sold (state only)	3.75%	3.55%	4.09%	3.79%	3.93%

MPG is a statistic tracked by efficient fleets, making data consistency absolutely imperative. This past year the MPG data showed signs of normalization over the past four years. This benchmark is calculated using a ratio of "total gallons used" divided by "total miles driven". This past year the fleet-wide average MPG was 14.41. Several initiatives the past few years have contributed to data consistency. The division implemented an aggressive program to monitor the vehicle odometer readings. This program included a penalty fee for errant readings entered by vehicle operators. This program is working and vehicle operators are much more responsible for accurate mileage.

Additionally, the MIS group created several automated processes to watch the mileage much closer. Operations reviews a "zero miles" report on a daily basis, which uses yesterday's fueling data. This has resulted in an overall improvement making the odometer error rate reduce by 10%. Currently 93% of all odometer readings are accurate. This is vast improvement over the past several years, which hovered around a 15-20% error rate.



Accurate mileage is strengthening other operation's programs as well. For example, we are seeing an increase in Preventative Maintenance (PM) frequency and consistency. PM maintenance is the backbone of efficient vehicle maintenance.

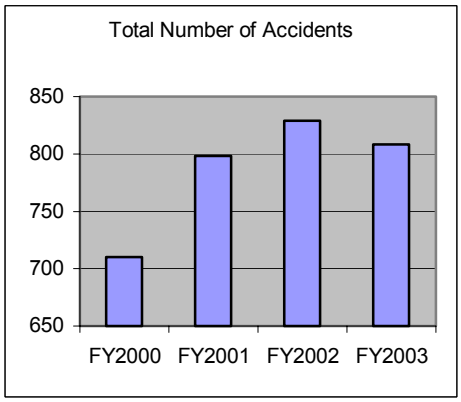
This past year our benchmarks indicate that each vehicle receives a PM at an average of 3.23 occurrences per year. This is right on track with the proscribed PM program outlined by the vehicle manufacturer and Operations. This has resulted in a decrease of 25% in PM expenses since FY 2001, which includes a total savings in FY2003 of approximately **$29,700** dollars.

An Efficient PM program has assisted the division in arriving at accurate life cycles for state vehicles. What's more, engine costs declined last fiscal year by a whopping 26%!

This past year the division ran an updated replacement analysis study to validate the established replacement cycle of six (6) years or 90,000 miles. On the chart above the two lines intersect at exactly six (6) years. The declining line represents "Ownership Costs" which includes primarily depreciation (Purchase), upfitting and salvage costs. The inclining line is "Operation Cost" which includes, fuel, maintenance and PM. By replacing a vehicle at the point where these lines intersect fleet Operations is able to fully use a vehicle without incurring a catastrophic failure of a major vehicle component like an engine or transmission. This allows us to operate at the most cost effective level possible.

Additionally, the division realigned its rates into a new format called the "Rate Matrix". The matrix allows the division to recover vehicle depreciation according to individual usage. This will spare the state from losing future money funds to the disposal of the vehicles.

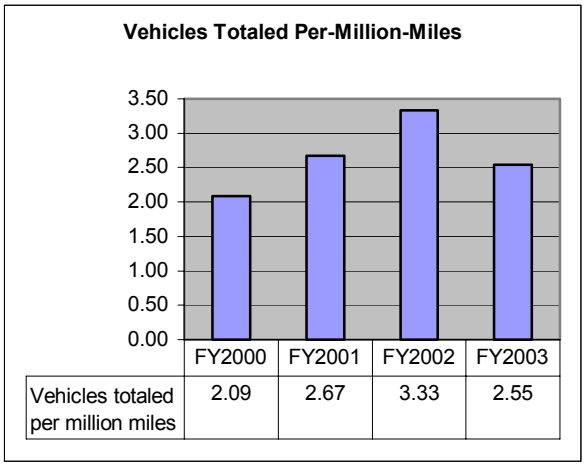
Accident Management



This past year many positive trends were seen relative to the accident management program. Several key benchmarks tracked by Operations include, 1) total vehicle accidents, 2) miles between accidents, 3) cost per accident and, 4) vehicles totaled per million miles.

The overall number of accidents declined this past year by 97. This is a very positive trend and hopefully this will continue into the near future. Last year the fleet was involved in 808 vehicle related accidents, down by 29 from the previous year. Moreover vehicles totaled were 25 vehicles, which is down by about 12% from previous years.

Due to more reliable and consistent mileage data the benchmark called "miles between accidents" increased to 157,316 over the last year, which is almost 13,000 miles. This equates to a cost avoidance savings of over **$101,000** annually. This benchmark is particularly significant since the average cost per accident rose by $313. The number of vehicles totaled per million miles also declined for the first time in four years.



	FY2000	FY2001	FY2002	FY2003
Vehicles totaled per million miles	2.09	2.67	3.33	2.55

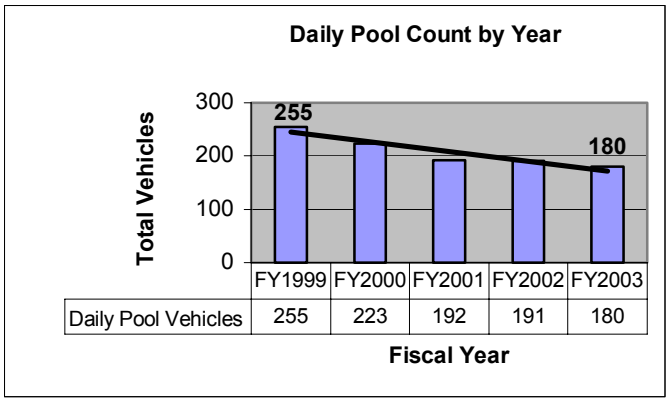
This is a very positive trend because it reflects the safety of the vehicle operator as well as the severity of the accident. Severity of the accident and operater safety adversely affects the state in other ways like, lost productivity and litigation expenses.

Fleet Operations also worked with each agency in the state to form agency "Accident Review Committees" (ARC) to review and evaluate each accident as they occur. The ARC process should have a positive effect on reducing all future accident occurrences in the state.

Daily Pool Operations

The daily pool operation is a small fleet of approximately 180 vehicles strategically located in 7 pools, around the Wasatch front. Several years ago DFO revamped this operation to increase focus and control. This operation allows agencies to lease vehicles on a daily basis. For the past several years, daily pool operations were accounted for in the monthly lease fleet

at the same rate. DFO management has felt that the operation needed to be "reined in" to become more efficient and effective. Several agencies were leasing monthly vehicles to avoid the higher cost of using daily vehicles. This in effect cost the state more money due to the under utilization of these monthly vehicles. In an effort to get a broader handle on daily rental type vehicles DFO implemented several key initiatives. Some of the changes that occurred the past few years are as follows:



1. *Implement daily pool tracking software to track all "motor pool" type assets statewide. Require all state fleet agencies to use motor pool center to track daily pool assets.*

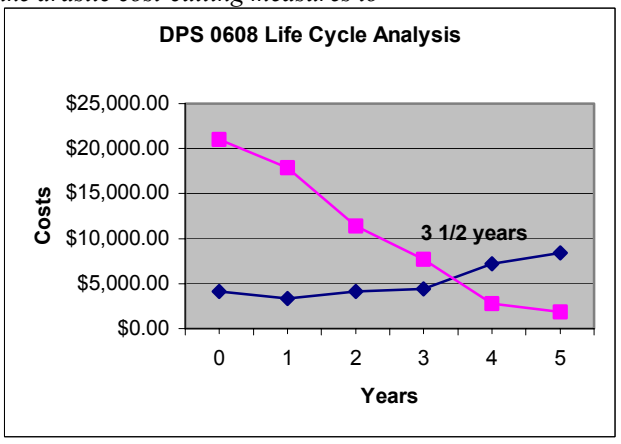
2. *Establish the daily rate to 1/20th or 5% of the monthly rate to further identify and remove any financial advantages for agencies to lease monthly vehicle to pool at their office locations.*

3. *Create a "Cost Accounting Center" to accurately track all related expenses. A new cost center was created to separately track these expenses. This was implemented to gain a greater statewide control of daily pool assets. Prior to this change the daily pool operations were accounted for with the monthly lease fleet and subsidized by monthly rates. By implementing the first three initiatives the cost of operating a daily pool vehicle was identified and rates found to be inadequate to recover the costs of operations.*

4. *DFO created several important benchmarks to track productivity in the pools. These benchmarks primarily include the financial profit and loss, and percent of vehicle utilization. Vehicle utilization is a key factor that contributes to the profit or loss of the daily pool.*

5. *DFO reduced the number of daily vehicles and created a partnership with an outsourced rental company (Enterprise Rent-a-car) to reduce fleet vehicles, increase utilization and reduce ownership and operation expenses. Additionally, DFO began comparing utilization benchmarks with private vendors (current goal is 80%). DFO has reduced the daily pool vehicles by almost 30% since FY1999. (See Chart) This equates to an approximate saving annually of $450,000 dollars.*

6. *Analyze the actual rate of the daily pool vehicle operation and make a recommendation to the "Rate Committee" to fund the actual rate to reduce the burden on the monthly lease vehicles. The rate committee was presented the new rates this past year and did not take action due to an impact of about $500,000 annually to agencies. DFO will continue to pursue this initiative into the next fiscal years. In the meantime, DFO committed to take drastic cost-cutting measures to decrease the losses in the daily pool over the next year. This will be accomplished primarily by increasing utilization of assets.*



Law Enforcement Vehicle (LEV) Program

The past few years DFO has been working with each law enforcement agency to assist them with the equipping and upfitting of their vehicle assets. Currently, DFO is working specifically with the Department of Public Safety and

Corrections, hoping to expand these services to all LEV agencies. Properly equipping LEVs allows DFO to determine the appropriate life cycles for both vehicle and equipment. This past year a lifecycle analysis was performed that shows the most cost effective life cycle for this type vehicle is approximately 3.5 years of active service.

DFO tracks several metrics relating to the LEV program. This is accomplished through several dedicated FTEs assigned to work with LEV agencies. The most important statistic is the "Number of Days" it takes to place a new fully equipped vehicle in place. Each day a vehicle sits in the shop awaiting for upfitting of equipment costs the state money. These costs translate into officer downtime, depreciation lost and loss on sale (salvage). Currently it takes approximately 90 calendar days to equip an LEV. Over the previous fiscal year we have seen about an 18% decrease in the days it takes to equip a vehicle. Presently, the state operates 573 LEVs.

However, we are not satisfied with these results. This is a statistic we're trying to effectively reduce by 200% over next two years. It is our goal to equip LEVs in fewer than 30 days on average. The initiatives fleet will use to achieve this objective will be through implementation of a more streamlined process that includes: 1) improved coordination with Ford on the ordering cycle and delivery; 2) process improvement with the Division of Information Technology Services (ITS) and their outsourced vendors; 3) more effective coordination and communications with agencies, and we may need to work with ITS to increase the number of outsourced vendors to keep up with demand; and 4) work with ITS to implement an incentive program to reward ITS for increased productivity.

DFO will continue to watch and evaluate this program very carefully. The success of this program is critical in saving additional fleet dollars statewide and to implement the LEV program statewide with all agencies.

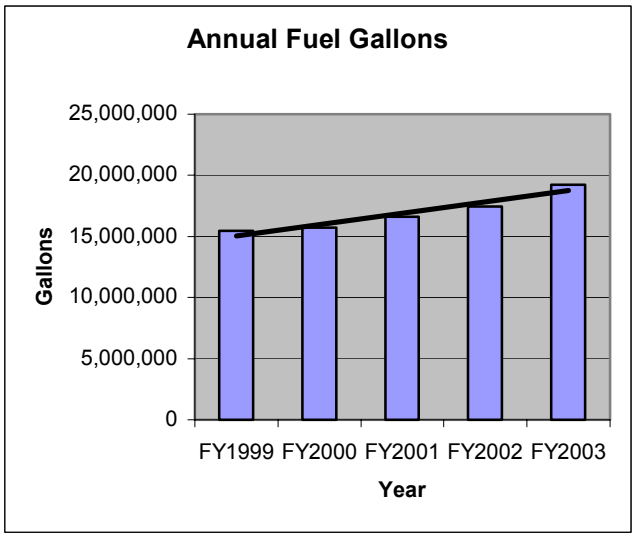
Other Programs:

The operations program is also responsible for the statewide vehicle licensing process. This past year we've witnessed several successes relative to streamlining of the licensing process. Foremost, is the online process rolled out by the Tax Commission in early 2003. Tax now allows DFO to license all state vehicles using an online process. This has helped to decrease the time involved waiting for paperwork and registrations to be sent. In the past, DFO witnessed the number of "unmarked vehicles" awaiting renewal to be as high as 33 per month. As of the report date there is only 1 unmarked vehicle awaiting renewal. This is a 97% improvement.

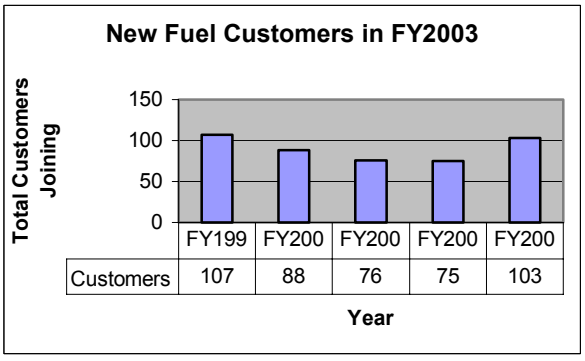
Fuel Network Program

Fuel network increases customers, productivity while delivering more gallons statewide!

The fuel network is one of the most successful government and municipal partnerships ever created to centralized common services. Currently the fuel network has over 1,350 customers, which include, state, county, city, school districts and special legislative districts. The fuel network has seen major growth since 1998 due to the EPA's involvement with leaking fuel tanks and compliance. The fuel network also maintains and manages fuel deliveries for approximately 135 state-owned facilities. Eight of these facilities ate equipped with Compressed Natural gas to service the state fleets AFVs. Moreover, the contract vendor used by the state has over 10,000 private fuel providers available to the network nationwide.



Last year the network witnesses a record year of total fuel throughput of over 19,240,075 gallons. Over 65% of the state's fuel network services non-state entities, which assist the state in reducing bulk fuel cost purchases (per gallon) significantly. This figure is up by over 22% since fiscal year 2000. The network continues to grow each year and employee productivity soars. The number of FTEs involved in the fuel network over the past few years has remained very static. This program achieves it remarkable productivity by being almost completely automated.



This program is also responsible to coordinate with the Department of Environmental Quality (DEQ) to maintain compliance on each fuel site. The network employs one FTE specialized in fuel site construction, mitigation and compliance reporting. The state operates one of the most efficient fuel networks in the nation and is often sought after for its expertise. The fuel network has been the proud recipient of many national awards.

On average the entire fuel network see about a 10-cent per gallon price reduction over normal retail fuel sales based on the state's volume. At last year's 19.2 million gallons this equates to an overall savings of **$1.9 million** dollars annually. The state benefits from this volume directly and saves **$673,400** dollars a year.

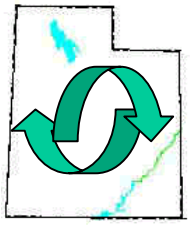
The state fuel network partners with ITS to track all of its customer requests. Last year the system processed 8,570 customer requests. Most of these requests relate to customer account changes, employee PIN number issues, fuel site ordering and fuel site maintenance/repair. The network employs two full-time technicians who maintenance each fuel site according to EPA, DEQ and manufacturer standards. Last year they completed repairs in excess of 1,041 work orders. The network also maintains several private contractors to assist with fuel site maintenance. The fuel network saw a reduction of about 400 less fuel site repairs in 2003.

Additionally, the state expended $1,809,441 less in fuel than projected in the budget. This is a significant cost avoidance savings statewide. Ninety-one percent (91%) of total fleet budget is "Cost-of-Goods-Sold" or pass through expenses. The remainders are associated with administration costs and contract vendor services. DFO is working closely with the current fuel provider to reduce these contract cost in the future.

Surplus Property Program

State Surplus turns the corner and
Federal Surplus reduces operating costs!

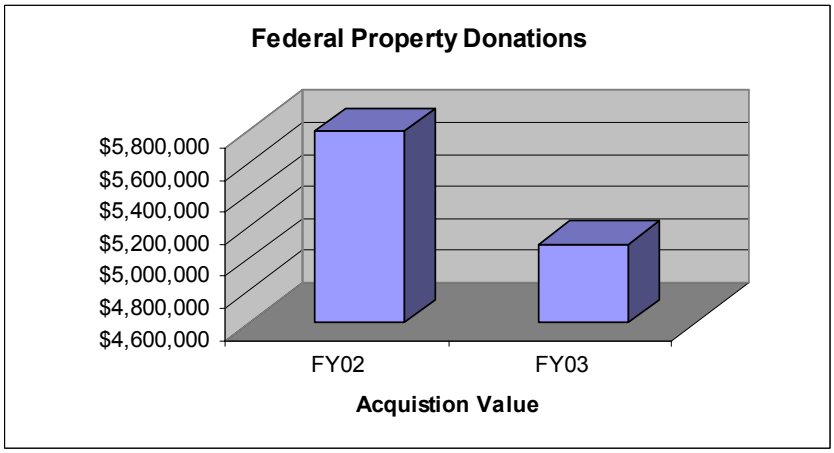
Introduction



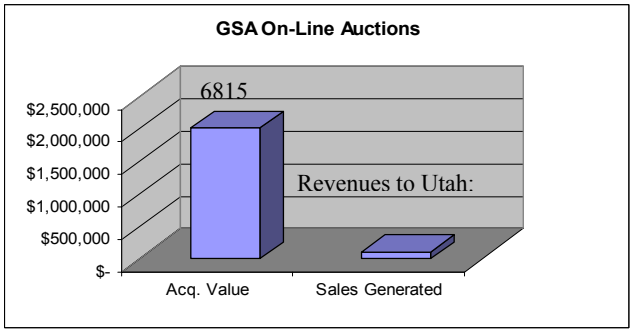
Pursuant to Administrative Rule R28-1-6 we are pleased to submit this FY2003 annual report to the Legislature. Utah State Agency for Surplus Property (USASP) presently operates both a State and Federal re-utilization program at one location. Specific requirements, regulations, and accounting procedures have been institutionalized to ensure complete compliance and process integrity throughout the agency operation. For example, on the Federal program we perform frequent property compliance checks as a preventative measure to forestall any misuse of property. Also required by 63A-9-801(2)(c) is the annual report of transfers of computer equipment to the Information Technology Commission and the Legislative Interim Education Committee for Fiscal Year 2003 (**Appendix B**)

Program Highlights and Accomplishments

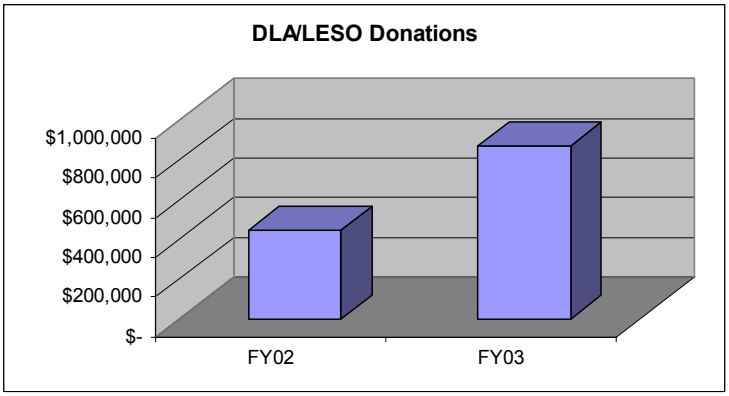
The State of Utah **Federal Property Program** consists of the federal surplus property program (GSA), Drug and Law Enforcement Program (DLA/LESO), and the Small Business Association (SBA), Section 8(a) (Utah small and disadvantaged businesses). USASP is committed to acquiring and donating property to all eligible donees. We have donated for fiscal year 2003, approximately $5.1M of federal property, based on Federal acquisition cost. However, the property values, in USASP opinion, are often overstated in terms of condition and utility. Donations are down significantly from previous year. The conflicts in Afghanistan and Iraq have frozen much of the federal surplus for donation except for those items in poor repair. USASP clients often consider alternatives to buying new when operating budgets have been reduced. However, these same clients have cutback projects and spending, doing only their high priority requirements.



Federal on-line auction disposed of $2,015,444 worth of property received and not donated. Abandon, destroyed, and agency use property accounted for $2,655 of property received by Utah.



The Drug and law Enforcement Agency (DLEA) accounts for $873,425 in donations for special crime fighting equipment and tactical weapons. Active law enforcement organizations in Utah, utilizing DLEA property, grew to 118 members this past year.

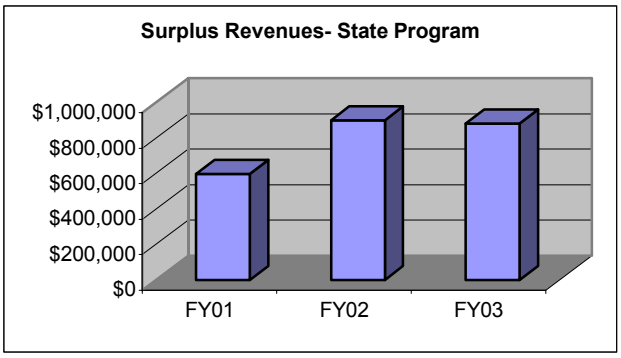


In addition to the 1033 program, the LESO also serves as the liaison for the section 1122 of the National Defense Authorization Act of 1994. Through this 1122 program Law enforcement agencies may purchase new law enforcement equipment through the federal government at the federal contract rate. However, to date Utah's law-enforcement agencies have not taken advantage of this opportunity for whatever reasons.

Small Business Administration, Section 8(a) (small and disadvantaged businesses) in Utah became eligible to receive federal property early CY2000. For FY02, SBA eligible donees received $9,688 in federal property with the combined efforts of USASP and the Utah branch of the SBA.

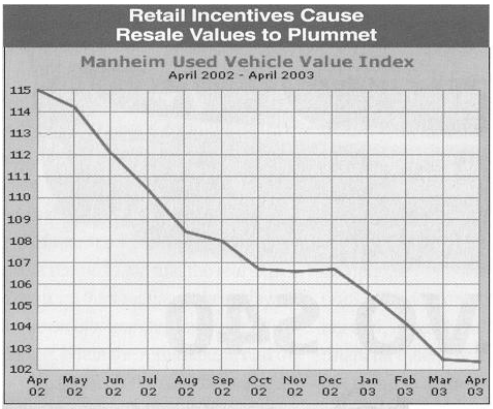
U.S. General Services Administration (GSA) has implemented a new property screening process called the XcessXpress. This new compressed screening process will become the standard for surplusing of all federal property, all agencies i.e. DOD, DOE etc.
Basically, for the first 21 days federal agencies will have an exclusive window of opportunity where they can claim specific property for their use. States may only screen property after that period. The other major change is in the GSA allocation cycle and State allocated property removal time, which was reduced considerably.

These changes will have some affect on the operating procedure for participating State surplus agency but overall its business as usual.



The **State Surplus Program** is also committed to dispose of State owned personal property ethically and efficiently with the highest possible return to the State. The vehicle privatization contract was implemented in November 2000.

This privatization program continues to be beneficial for the State. Although, in the past year deteriorating resale values for fleet vehicles due to new car factory incentives have significantly reduced fleet paybacks. In late CY02, Manheim Used Vehicle Value Index forecast sales and prices would rebound in the first quarter 2003. This prediction did not materialize. However, an article appearing in USA today, July 18,2003 reads "*Wholesale used car prices climbed the past two months, suggesting that effects from the onslaught of new car rebates and cheap loans might be easing*". Assuming the trend is favorable turning we look forward to selling more fleet vehicles direct from surplus in lieu of sending vehicles to auction.



Source: Manheim Auctions

FY2002, several process improvements including billing and payback procedures were implemented. Subsequently, State surplus financial performance has been showing signs of improvement. Additionally, agency cost continues to be held to a record low. See **Appendix A** for our annual performance summary.

Surplus property rates changes in response to a negative retained earnings balance in the State Surplus Property program, the Division of Fleet & Surplus Services has implemented a change in the Miscellaneous Property Pickup/Process Fee starting FY 2002 and beyond. The previous rate was $25 plus 20% of property sales price. The FY02 rate is actual administrative cost. The pickup fee will be eliminated and rebates will be distributed at fiscal year end to participating agencies on a pro rata basis. Based on the present status of retained earnings we do not expect to distribute paybacks to those participating agencies for FY02. The negative earnings recovery plan estimate 5 years before becoming solvent, however recovery performance appears to be sooner than anticipated.

The new inventory system (PLUS) developed and implemented in FY01, by the Division, has been debugged to the point that process enhancements are now being developed and implemented. The system is maintained and modified by Division of Fleet & Surplus Services technology personnel who provide prompt and knowledgeable services for this agency. However, the Information Technology Services Division hosts the inventory records themselves.

One PLUS enhancement project currently in the implementation phase is the surplus auction webpage. USASP continues to utilize the services of EBAY and Esurplusauctions until the USASP auction site becomes well know and available from popular search engines.

Information Technology Equipment Donations

Administrative Rule R28-1-3 encourages State agencies to transfer their State-owned information technology equipment directly to public schools.

The Utah State Agency for Surplus Property continues to honor all requests from public schools for computers and computer components. Many of these request come through agencies at that time when surplus computers are declared. Some requests are received directly by USASP, and are usually from small town schools outside the immediate Wasatch area. More needs to be done to make rural Utah schools aware of this program. Most donations continue to be in the Salt Lake, Davis, and Weber county school districts.

State-owned information technology equipment transfers are down approximately 88% from the previous year. Schools are becoming more particular about what they will and will not accept. USASP has no resources or testing capability for determining condition or configuration of each unit. Therefore, schools are reluctant to accept surplus they themselves will have a problem disposing of in a lawful manner.

<u>FY03 Agencies transferring surplus technology equipment directly to schools:</u>

Tax Commission
Department of Workforce Services
Governor's office
Attorney General
Treasures Office
Human Services
Education
Department of Administrative Services-Purchasing

In the past, USASP did not charge a transaction fee for the transfer of State-owned information technology equipment directly to public schools. However, all future transfers will include a nominal fee to cover the cost of processing the paperwork only. This fee is made necessary due to losses suffered by this Internal Service Fund organization. The equipment itself will transfer at no cost to the school or agency.

Electronic Waste commonly referred to as e-waste continue to be a major concern for USASP.
More companies that recycle electronic and electrical items are becoming available. However, the cost of recycling remains an unresolved issue. In addition, the State of Utah must pay to transport the surplus to the recycling location. Today, there are no recycling companies located within Utah.

Pressure is building on computer and electronic makers to take back old equipment. Some States have proposed legislation to force manufacturers to take back the used electronic/electrical equipment for recycling. The manufacturer believes this cost will have to be pass on to the consumer.

A listing of I.T. donations can be found in **Appendix B**.

State Surplus Sales and Paybacks

State and local agencies have equal opportunity to acquire state surplus property for their needs prior to initiating public sales. We offer surplus property to the public via retail sales, sealed-bid auctions, open auctions and Internet sales. State surplus vehicles are sold on-site and through an agency contract with TNT Auction Company.

Program Outlook

It is well known that the State surplus program is designed to ensure the independent and ethical disposition of state owned surplus property. Non-state government entities have taken advantage of USASP reputation and performance for disposal of their surplus property. Non-state users of State surplus have remained constant over the past year. However, with the Internet auction sites offering their services as an alternative to state surplus, we could possibly lose some clients as they become more sophisticated in this venue. However, a few of our non-state clients have already stated they do not want the hassle associated with on-line auctions i.e. showing property, collecting money etc.

A surplus vehicle purchase program facilitated by the Department of Workforce Services and the Bear River Association of Governments that started in December 2002 has been a very successful for needy families with children in the Bear River regional area. This program has been extended and funds increased at least through CY2003. USASP expects to sell another 20-30 vehicles to this program in FY04.

The State Treasurer forfeiture property program was expected to be operational in FY02. The first forfeiture judgment actually came to surplus in May 2003. Based on conversation with other law-enforcement agencies we are anticipating more property in the near future.

The Federal Surplus Program has experienced a decrease in property donations this past fiscal year. Several challenging objectives were established, pursuant to a legislative committee review in June 2002, to improve donations and statewide participation for the federal team. It appears, due to budget constraints, most municipalities are delaying new or costly projects for the foreseeable future and concentrating on maintaining essential services. This setback is not helping the federal property donation program grow. As a result, the Federal program is being scaled back (personnel reduction). In the near future, if the donee situation does not improve the federal program will be scaled back further, most likely a move to a direct donation program. A direct donation program simply means we will not warehouse property. At that point we will have a resulting issue to deal with. That issue being the freed-up warehouse and yard space previously occupied by the Federal program.

Hazardous electrical/electronic waste is still a major concern for the surplus agency. According to an article in the Salt lake Tribune, Oct. 9, 2002, the Environmental Protection Agency report estimated that 130 million cell phones would end up in our landfills by CY2005. Another article appearing in the Deseret News, Jan. 6, 2003 reported that Rep. Ralph Becker, D-Salt Lake is working with the Department of Environmental Quality to develop a website letting Utahns know where they can safely dispose of electronic waste. However, USASP continues to sell in bulk sales many electrical/electronic items that may find it's way back to Utah landfills by public means.

Closing Remarks

We appreciate the opportunity to provide this report to you. Please review the attachments (**Appendix A-C**) for additional information.

FY03 Accomplishments

- Successfully implemented the State operated surplus property auction site
- Successfully implemented packaging and shipping services to facilitate on-line property sales.
- Surplus employee Dan. Martinez was awarded 2002 State of Utah employee of the year.

Future Goals and Initiatives

- Implement forfeiture property disposal program with State Treasurer's Office
- Establish a process for the State purchase of police vehicles through the DOD 1122 program
- Develop strategy for disposal of electronic/electronic equipment containing hazardous or toxic materials to be barred from future landfills

Appendix A

USASP PERFORMANCE DATA
FOR REFERENCE ONLY

STATE SURPLUS SALES TRANSACTIONS
FY03

Transactions	Total
Total Invoices Processed	5,010
Total Sales $5,097,894	
Cash	292,680
Checks	3,586,831
Credit Card	483,239
Acct Rec'ble	734,485

STATE SURPLUS TRADE-IN/TRANSFER PROPERTY
FY03

Transactions	Total
Total Invoices Processed	5,010
Trade-in	306
Transfers	6,393

STATE SURPLUS VEHICLE SALES
FY03

Transactions	Total
Total Vehicles/Hvy. Equip. Processed [Includes non-State vehicles]	741
State Surplus Sales	179
Contractor Sales	562

OTHER STATE SURPLUS TRANSACTIONS
FY03

Transactions	Number of Items Sold / Revenues
Sealed-Bid Auction	34 / $ 36.678
Internet Sales	667 / $ 26,756
Printed Media Ads	15 Ads placed, Actual sales not tracked
Scrapped/Destroyed	2932 Items
Revenue from Scrap	$ 76,873

STATE SURPLUS SERVICES
FY03

Services	Total
SP-1s Received	2276
Property Pick-up Trips	308
Mileage Traveled	16,675
Agency & Others Delivered	256

Appendix B

ANNUAL REPORT TO THE INFORMATION TECHNOLOGY COMMISSION AND THE LEGISLATIVE INTERIM EDUCATION COMMITTEE DELINEATING TRANSFERS OF ELECTRONIC EQUIPMENT TO PUBLIC SCHOOLS.

DATE 1	DISTRICT	SCHOOL	QTY	DESCRIPTION
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	MONITOR MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	MONITOR MICRON
9/5/2002	GRANITE SCHOOL DISTRICT	COTTONWOOD HIGH	1	THINKPAD IBM
9/5/2002	GRANITE SCHOOL DISTRICT	COTTONWOOD HIGH	1	LAPTOP MICRON
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	CPU HP BRIO
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR COMPAQ
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR VIEWSONIC
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	CPU HP BRIO
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	CPU HP BRIO
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	CPU HP BRIO
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	CPU HP BRIO
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	CPU HP BRIO
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR OPTIQUEST
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR COMPAQ
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR IBM
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR IBM
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR COMPAQ
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR VIEWSONIC
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR COMPAQ
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR COMPAQ
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR COMPAQ
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR SAMSUNG
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	CPU HP BRIO
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	CPU HP BRIO
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	CPU HP BRIO
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	CPU HP BRIO
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	CPU HP BRIO
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	CPU HP BRIO
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	CPU HP BRIO
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	CPU HP VECTRA VL
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	CPU HP BRIO
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	CPU HP BRIO
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	CPU HP BRIO
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	CPU HP BRIO
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR OPTIQUEST
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR COMPAQ
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR SAMSUNG
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR CTX
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR OPTIQUEST
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR COMPAQ
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR OPTIQUEST

DATE 2	DISTRICT	SCHOOL	QTY	DESCRIPTION
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR OPTIQUEST
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR COMPAQ
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR IBM
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR OPTIQUEST
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR OPTIQUEST
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR SAMSONG
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR SAMSONG
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR OPTIQUEST
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR SAMSUNG
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR IBM
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR OPTIQUEST
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR NEC
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR OPTIQUEST
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	CPU HP BRIO
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	CPU HP BRIO
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR CTX
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	COMPAQ IBM
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR COMPAQ
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR COMPAQ
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR VIEWSONIC
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR IBM
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	MONITOR OPTQUEST
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	CPU HP BRIO
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	CPU HP BRIO
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	CPU HP BRIO
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	CPU HP BRIO
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	CPU HP VECTRA VL
9/3/2002	DAVIS COUNTY SCHOOL DIST	JENNIE STEWART ELEMENTARY	1	CPU HP BRIO
10/22/2002	GRANITE SCHOOL DISTRICT	KEARNS HIGH SCHOOL	10	CPU, MONITOR, KEYBOARD, MOUSE
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	1	CPU GATEWAY E4200
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	1	CPU GATEWAY E4200
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	1	CPU GATEWAY E4200
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	1	CPU GATEWAY E4200
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	1	CPU GATEWAY E4200
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	1	MONITOR COMPAQ V75 17"
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	1	MONITOR COMPAQ V75 17"
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	1	MONITOR COMPAQ V75 17"
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	1	MONITOR COMPAQ V75 17"
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	1	CPU GATEWAY E4200
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	1	CPU GATEWAY E4200
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	1	MONITOR COMPAQ V75 17"
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	1	CPU GATEWAY E4200
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	1	CPU GATEWAY E4200
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	1	CPU GATEWAY E4200

DATE 3	DISTRICT	SCHOOL	QTY	DESCRIPTION
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	1	CPU GATEWAY E4200
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	15	MICE
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	1	MONITOR COMPAQ V75 17"
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	1	MONITOR COMPAQ V75 17"
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	1	MONITOR COMPAQ V75 17"
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	1	MONITOR COMPAQ V75 17"
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	1	MONITOR COMPAQ V75 17"
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	1	MONITOR COMPAQ V75 17"
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	1	CPU GATEWAY E4200
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	1	CPU GATEWAY E4200
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	1	CPU GATEWAY E4200
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	1	CPU GATEWAY E4200
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	15	SPEAKERS
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	15	KEYBOARD
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	1	MONITOR COMPAQ V75 17"
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	1	MONITOR COMPAQ V75 17"
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	1	MONITOR COMPAQ V75 17"
9/4/2002	CARBON COUNTY SCHOOL DIST	MONT HARMON JUNIOR HIGH	1	MONITOR COMPAQ V75 17"
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	MONITOR
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	MONITOR MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	MONITOR COMPAQ
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	MONITOR GATEWAY
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	MONITOR MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	MONITOR COMPAQ
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	MONITOR
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	MONITOR MICRON

DATE 4	DISTRICT	SCHOOL	QTY	DESCRIPTION
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	MONITOR COMPAQ
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	MONITOR MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	MONITOR GATEWAY
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	MONITOR
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	MONITOR GATEWAY
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	MONITOR COMPAQ
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	MONITOR GATEWAY
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	MONITOR GATEWAY
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	MONITOR
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	MONITOR MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	MONITOR MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	WASATCH ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	MONITOR MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	MONITOR COMPAQ
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	MONITOR MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	MONITOR MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	MONITOR MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	MONITOR GATEWAY
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	MONITOR COMPAQ
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	MONITOR MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	MONITOR GATEWAY
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	MONITOR MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	MONITOR GATEWAY
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	MONITOR GATEWAY
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	MONITOR GATEWAY
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	MONITOR MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	MONITOR GATEWAY
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	CPU MICRON

DATE 5	DISTRICT	SCHOOL	QTY	DESCRIPTION
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	MONITOR MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	MONITOR MICRON
8/14/2002	BONNEVILLE ELEMENTARY	BONNEVILLE ELEMENTARY	6	MONITOR 17" NEC, COMPAQ
8/14/2002	BONNEVILLE ELEMENTARY	BONNEVILLE ELEMENTARY	15	PC MICRON 233
8/14/2002	BONNEVILLE ELEMENTARY	BONNEVILLE ELEMENTARY	1	PC COMPAQ DP 450
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MOUSE COMPUTER
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MOUSE COMPUTER
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MOUSE COMPUTER
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	KEYBOARD HP
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MONITOR OPTIQUEST
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MONITOR OPTIQUEST
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MONITOR VIEWSONIC
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MOUSE COMPUTER
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MOUSE COMPUTER
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	KEYBOARD HP
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	KEYBOARD HP
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	KEYBOARD HP
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	KEYBOARD HP
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	KEYBOARD HP
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	KEYBOARD HP
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	KEYBOARD HP
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MOUSE COMPUTER
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MOUSE COMPUTER
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	CPU HP BRIO
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	CPU COMPAQ DESK PRO
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	CPU HP BRIO
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	CPU HP BRIO
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	CPU COMPAQ DESK PRO
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	CPU HP BRIO
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	CPU COMPAQ DESK PRO
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	CPU HP BRIO
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	CPU HP BRIO
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	CPU HP BRIO
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	CPU HP BRIO
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MOUSE COMPUTER
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MONITOR OPTIQUEST
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MONITOR VIEWSONIC
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MONITOR OPTIQUEST
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	KEYBOARD HP
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MOUSE COMPUTER
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MONITOR OPTIQUEST

DATE 5	DISTRICT	SCHOOL	QTY	DESCRIPTION
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	CPU MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	MONITOR MICRON
8/27/2002	DAVIS COUNTY SCHOOL DIST	ANTELOPE ELEMENTARY SCHOOL	1	MONITOR MICRON
8/14/2002	BONNEVILLE ELEMENTARY	BONNEVILLE ELEMENTARY	6	MONITOR 17" NEC, COMPAQ
8/14/2002	BONNEVILLE ELEMENTARY	BONNEVILLE ELEMENTARY	15	PC MICRON 233
8/14/2002	BONNEVILLE ELEMENTARY	BONNEVILLE ELEMENTARY	1	PC COMPAQ DP 450
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MOUSE COMPUTER
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MOUSE COMPUTER
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MOUSE COMPUTER
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	KEYBOARD HP
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MONITOR OPTIQUEST
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MONITOR OPTIQUEST
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MONITOR VIEWSONIC
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MOUSE COMPUTER
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MOUSE COMPUTER
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	KEYBOARD HP
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	KEYBOARD HP
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	KEYBOARD HP
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	KEYBOARD HP
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	KEYBOARD HP
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	KEYBOARD HP
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	KEYBOARD HP
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MOUSE COMPUTER
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MOUSE COMPUTER
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	CPU HP BRIO
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	CPU COMPAQ DESK PRO
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	CPU HP BRIO
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	CPU HP BRIO
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	CPU COMPAQ DESK PRO
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	CPU HP BRIO
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	CPU COMPAQ DESK PRO
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	CPU HP BRIO
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	CPU HP BRIO
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	CPU HP BRIO
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	CPU HP BRIO
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MOUSE COMPUTER
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MONITOR OPTIQUEST
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MONITOR VIEWSONIC
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MONITOR OPTIQUEST
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	KEYBOARD HP
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MOUSE COMPUTER
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MONITOR OPTIQUEST

DATE 6	DISTRICT	SCHOOL	QTY	DESCRIPTION
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	KEYBOARD HP
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MONITOR OPTIQUEST
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MONITOR COMPAQ
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MONITOR VIEWSONIC
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MONITOR OPTIQUEST
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MONITOR SAMSUNG
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	CPU COMPAQ DESK PRO
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	CPU HP BRIO
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	KEYBOARD HP
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	KEYBOARD HP
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	KEYBOARD HP
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MONITOR OPTIQUEST
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MOUSE COMPUTER
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MOUSE COMPUTER
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MOUSE COMPUTER
11/6/2002	ATTORNEY GENERAL	CHILDREN'S JUSTICE CENTERS	1	MOUSE COMPUTER
8/27/2002	GRANITE SCHOOL DISTRICT	FOX HILLS ELEMENTARY	1	CPU MICRON MILLENNIA P166
8/27/2002	GRANITE SCHOOL DISTRICT	FOX HILLS ELEMENTARY	1	CPU MICRON MILLENNIA XRU P2266
8/27/2002	GRANITE SCHOOL DISTRICT	FOX HILLS ELEMENTARY	1	CPU MICRON MILLENNIA XRU P2266
8/27/2002	GRANITE SCHOOL DISTRICT	FOX HILLS ELEMENTARY	1	CPU MICRON MILLENNIA XRU P2266
8/27/2002	GRANITE SCHOOL DISTRICT	FOX HILLS ELEMENTARY	1	CPU MICRON MILLENNIA XRU P2266
8/27/2002	GRANITE SCHOOL DISTRICT	FOX HILLS ELEMENTARY	1	CPU NMC MICRO PP-200
8/27/2002	GRANITE SCHOOL DISTRICT	FOX HILLS ELEMENTARY	1	CPU MICRON MILLENNIA P166
8/27/2002	GRANITE SCHOOL DISTRICT	FOX HILLS ELEMENTARY	1	CPU MICRON MILLENNIA P166
8/27/2002	GRANITE SCHOOL DISTRICT	FOX HILLS ELEMENTARY	14	KEYBOARDS & MICE
8/27/2002	GRANITE SCHOOL DISTRICT	FOX HILLS ELEMENTARY	1	CPU MICRON MILLENNIA XRU P2266
8/27/2002	GRANITE SCHOOL DISTRICT	FOX HILLS ELEMENTARY	1	CPU MICRON MILLENNIA PP-180
8/27/2002	GRANITE SCHOOL DISTRICT	FOX HILLS ELEMENTARY	1	CPU MICRON MILLENNIA XRU P2266
8/27/2002	GRANITE SCHOOL DISTRICT	FOX HILLS ELEMENTARY	1	CPU MICRON MILLENNIA P166
8/27/2002	GRANITE SCHOOL DISTRICT	FOX HILLS ELEMENTARY	1	CPU MICRON MILLENNIA PP-180
8/27/2002	GRANITE SCHOOL DISTRICT	FOX HILLS ELEMENTARY	1	CPU MICRON MILLENNIA XRU P22676
10/8/2002	WEBER COUNTY SCHOOL DISTR	HIGHLAND MIDDLE SCHOOL	20	COMUTERS MICRON P233
10/8/2002	WEBER COUNTY SCHOOL DISTR	HIGHLAND MIDDLE SCHOOL	22	KEYBOARD, MICE, MONITORS
10/8/2002	WEBER COUNTY SCHOOL DISTR	HIGHLAND MIDDLE SCHOOL	2	COMPUTER COMPAQ DESKTOP
11/20/2002	GRANITE SCHOOL DISTRICT	LINCOLN ELEMENTARY	8	COMPUTER SETS GATEWAY
10/31/2002	PROVO SCHOOL DISTRICT	'PROVO SCHOOL DISTRICT	1	CPU MICRON MILL PENT II
10/31/2002	PROVO SCHOOL DISTRICT	'PROVO SCHOOL DISTRICT	1	CPU TRANSPORT PENT II
10/31/2002	PROVO SCHOOL DISTRICT	'PROVO SCHOOL DISTRICT	1	CPU TRANSPORT PENT II
10/31/2002	PROVO SCHOOL DISTRICT	'PROVO SCHOOL DISTRICT	1	CPU CLIENT PRO PENT II
10/31/2002	PROVO SCHOOL DISTRICT	'PROVO SCHOOL DISTRICT	1	CPU TRANSPORT PENT II
10/31/2002	PROVO SCHOOL DISTRICT	'PROVO SCHOOL DISTRICT	1	CPU MICRON MILL PENT II
10/31/2002	PROVO SCHOOL DISTRICT	'PROVO SCHOOL DISTRICT	1	CPU MICRON MILL PENT II
10/31/2002	PROVO SCHOOL DISTRICT	'PROVO SCHOOL DISTRICT	1	CPU MICRON MILL PENT II
10/31/2002	PROVO SCHOOL DISTRICT	'PROVO SCHOOL DISTRICT	1	CPU CLIENT PRO PENT II

DATE 7	DISTRICT	SCHOOL	QTY	DESCRIPTION
10/31/2002	PROVO SCHOOL DISTRICT	'PROVO SCHOOL DISTRICT	1	CPU MICRON MILL PENT II
10/31/2002	PROVO SCHOOL DISTRICT	'PROVO SCHOOL DISTRICT	1	CPU TRANSPORT PENT 133
3/27/2003	HIGHER EDUCATION	SNOW COLLEGE	10	LAPTOPS PANASONIC
2/4/2003	TOOELE COUNTY SCHOOL DIST	TOOELE CTY SCHOOL DIST	1	SERVER COMPAQ PROLIANT P166
2/4/2003	TOOELE COUNTY SCHOOL DIST	TOOELE CTY SCHOOL DIST	9	MONITORS
2/4/2003	TOOELE COUNTY SCHOOL DIST	TOOELE CTY SCHOOL DIST	1	SCANNER
2/4/2003	TOOELE COUNTY SCHOOL DIST	TOOELE CTY SCHOOL DIST	1	PRINTER HP
2/4/2003	TOOELE COUNTY SCHOOL DIST	TOOELE CTY SCHOOL DIST	7	PRINTERS EPSON
2/4/2003	TOOELE COUNTY SCHOOL DIST	TOOELE CTY SCHOOL DIST	1	COMPUTER MICRON P11/233
2/4/2003	TOOELE COUNTY SCHOOL DIST	TOOELE CTY SCHOOL DIST	1	COMPUTER MICRON P11/233
2/4/2003	TOOELE COUNTY SCHOOL DIST	TOOELE CTY SCHOOL DIST	1	COMPUTER MICRON P11/233
2/4/2003	TOOELE COUNTY SCHOOL DIST	TOOELE CTY SCHOOL DIST	1	COMPUTER TANGENT PPRO-200
2/4/2003	TOOELE COUNTY SCHOOL DIST	TOOELE CTY SCHOOL DIST	1	COMPUTER TANGENT P11/233
2/4/2003	TOOELE COUNTY SCHOOL DIST	TOOELE CTY SCHOOL DIST	1	COMPUTER TANGENT P11-266
2/4/2003	TOOELE COUNTY SCHOOL DIST	TOOELE CTY SCHOOL DIST	1	COMPUTER TANGENT P11/233
2/4/2003	TOOELE COUNTY SCHOOL DIST	TOOELE CTY SCHOOL DIST	1	COMPUTER TANGENT P-166
2/4/2003	TOOELE COUNTY SCHOOL DIST	TOOELE CTY SCHOOL DIST	1	COMPUTER TANGENT P11/233
2/4/2003	TOOELE COUNTY SCHOOL DIST	TOOELE CTY SCHOOL DIST	1	COMPUTER TANGENT P11/450
2/4/2003	TOOELE COUNTY SCHOOL DIST	TOOELE CTY SCHOOL DIST	1	SERVER GATEWAY ALR P11-450
2/4/2003	TOOELE COUNTY SCHOOL DIST	TOOELE CTY SCHOOL DIST	1	COMPUTER TANGENT PPRO-200
2/4/2003	TOOELE COUNTY SCHOOL DIST	TOOELE CTY SCHOOL DIST	1	COMPUTER TANGENT P11/266
2/4/2003	TOOELE COUNTY SCHOOL DIST	TOOELE CTY SCHOOL DIST	1	COMPUTER TANGENT PPRO-200
2/4/2003	TOOELE COUNTY SCHOOL DIST	TOOELE CTY SCHOOL DIST	1	COMPUTER TANGENT P11/233
2/4/2003	TOOELE COUNTY SCHOOL DIST	TOOELE CTY SCHOOL DIST	1	COMPUTER TANGENT P11/266
2/4/2003	TOOELE COUNTY SCHOOL DIST	TOOELE CTY SCHOOL DIST	1	NOTEBOOK MICRON
2/4/2003	TOOELE COUNTY SCHOOL DIST	TOOELE CTY SCHOOL DIST	1	COMPUTER TANGENT P11/233
2/4/2003	TOOELE COUNTY SCHOOL DIST	TOOELE CTY SCHOOL DIST	1	COMPUTER TANGENT P11/233

Appendix C

PAYBACK REPORT FOR THE SALE OF STATE SURPLUS PROPERTY FOR FISCAL YEAR 2003

Utah State Agency for Surplus Property Legislative Report- FY03	
State Department/Division/Agency	**Net Payback**

No paybacks due to rate change effective FY02, except for fleet vehicles and items purchased with Federal restricted funds.

Benchmarks and Trend analysis tables

Trends are showing signs of improvement division wide.

Category	2002	2003	Diff +/-	Decrease/ Increase
Cost Per mile (CPM) All vehicles	$0.2418	$0.2375	**-$0.0043**	($418,696.89)
Depreciation CPM	$0.1115	$0.1331	**$0.0215**	$2,115,381.66
Maintenance CPM	$0.0357	$0.0298	**-$0.0059**	($583,342.83)
Fuel CPM	$0.0319	$0.0322	**$0.0003**	$29,731.96
Accident CPM	$0.0067	$0.0086	**$0.0019**	$182,863.64
Preventive Maintenance (PM) CPM	$0.0076	$0.0056	**-$0.0020**	($193,029.03)
Brakes CPM	$0.0054	$0.0034	**-$0.0020**	($200,328.55)
Tires CPM	$0.0085	$0.0062	**-$0.0023**	($224,348.52)
Engine CPM	$0.0098	$0.0066	**-$0.0031**	($309,088.27)
Maintenance costs	$3,215,342	$2,922,720	**-9.10%**	($1,062,880.00)
Miles per Gallon (MPG)	15.28	14.41	**-0.87**	($25,749.11)
Miles between accidents	108,643	121,546	**12,902**	N/A
Cost per accident	$731.28	$1,044.44	**$313**	
Accident cost avoidance	N/A	N/A		($101,310.62)
Avg PM incidents per vehicle	3.01	3.23	**0.22**	N/A
PM miles between incidents	4,021	4,165	**143.96**	
Avg PM cost per vehicle	$30.61	$23.52	**-$7.09**	($29,730.53)
Avg Maint costs per vehicle	$765.38	$697.05	**-$68.33**	($286,499.00)
Avg Vehicles totaled per million miles	3.3	2.5	**-0.8**	($2,447.61)
Avg Depreciation cost per vehicle	$2,391.05	$3,116.72	**$725.67**	N/A
Budget per FTE	$688,355.77	$832,726.79	**21%**	$144,371.02
Expenses per FTE	$796,751.65	$895,613.61	**12%**	$98,861.96
Revenues per FTE	$844,121.07	$874,063.27	**4%**	$29,942.20
Vehicles managed by DFO (of total fleet)	56.4%	57.4%	**1.00%**	
Vehicles managed by DFO (light duty only)	73.8%	76.0%	**2.24%**	
Vehicles managed per FTE	97.70	95.30	**-2.40**	
Meter Rejects occurances for total transactions	8.59%	6.00%	**-2.59%**	
Complaints per million miles	0.89	0.68	**-0.21**	
Change in 4x4 vehicles	-1.6%	2.5%	**4.1%**	
Gallons per transaction	10.92	16.09	**5.17**	
Ratio Light-duty vs. AFV	15%	13%	**-1.74%**	

Category	2002	2003	Diff +/-	Decrease/ Increase
Ratio Heavy-duty vs Total	23.52%	24.45%	**0.93%**	
Ratio Light-duty vs. Total	76.48%	75.55%	**-0.93%**	
Ratio GasCard Maint vs Fuel trans	3.77%	5.46%	**1.69%**	
Ratio Daily vs. Light-duty	3.35%	3.26%	**-0.09%**	
Ratio Reservation vs pool vehicles	0.60%	0.61%	**0.01%**	
Ratio Reservation vs Outsource	1.30%	0.37%	**-0.93%**	
Ratio Fed Donation vs. Revenue	5.04%	6.59%	**1.56%**	
Ratio Fed Inventory vs Expense	3.76%	4.91%	**1.14%**	
Ratio Fed Inventory vs Revenue	3.49%	4.41%	**0.92%**	
Federal Budget reduction by year	-20.48%	-35.22%	**-14.74%**	
Fed Program Rev vs Exp	-$27,133.00	-$38,257.00	**$ 11,124.00**	

Statistical Information	FY 2000	FY 2001	FY 2002	FY2003
General Administration				
Total Number of Light Duty Vehicles	5,707	5,634	5,694	5,516
Total Number of Heavy Duty Vehicles	1,694	1,701	1,751	1,785
Total Vehicles	7,401	7,335	7,445	7,301
Total Vehicles that DFO Manages **	N/A	3,486	4,201	4,193
Total Number of Expansion Vehicles	8	24	21	4
Total Complaints Received	107	136	80	67
Total Meter Rejects	N/A	55,874	53,264	30,386
Total Fuel Transactions (State only)	N/A	405,653	539,878	423,491
Total Maintenance Transactions(GC)	N/A	32,585	20,353	23,118
Total Number of FINET Transactions	599,906	166,973	92,500	134,300
Operations Program				
Total Replacement Vehicles Delivered	812	1,252	999	640
Total Vehicles Put In Service	841	1,102	976	623
Average New Vehicle Preparation Days (non police)	50	27	44*******	22
Average New Vehicle Preparation Days (police)	NA	NA	NA	85
Total Vehicles Retired	1,126	1,380	1,091	740
Total Vehicles Surplus Sold	1,066	1,339	830	732
Total Number of Unmarked Vehicles	668	686	697	703
Total Number of 4X4's	1,353	1,406	1,384	1420
Total Number of Patrol Vehicles	551	539	530	573
Total Number of Alternate Fuel Vehicles (AFV)	588	735	858	735
Total Number of Work Orders Processed	30,949	42,821	59,771	59,974
Total Number of Accidents	710	798	829	808
Number of Vehicles "Totaled" in an Accident	35	35	30	25
Average Miles Between Accidents	155,788**	154,230***	108,643	121,546
Total Miles Billed	167,655,675	130,971,517	90,065,400	98,208,822
Average Miles Per Vehicle	15,789**	13,164****	12,640***	13,451
Total PM Incidents Performed	32,979	35,218	22,398	23,579

Statistical Information	FY 2000	FY 2001	FY 2002	FY2003
Fuel Network Program				
Total Fuel Gallons Sold (State's Fuel Network)	15,728,584	16,613,614	17,471,818	19,240,076
Total Fuel Gallons Sold (State Vehicles)	5,461,687	5,646,372	5,895,521	6,814,908
Total Alternative Fuel Gallons Sold (State's Fuel Network)	194,013	230,698	223,592	267,932
Total Number of State Managed Fuel Locations	131	133	134	135
Total Number of State Owned CNG Sites	8	8	8	8
Total Number of CNG Sites (In State)	22	20	22	22
Total Number of Customers	1,099	1,175	1,250	1353
Total Number of New Customers	88	76	75	103
Total Fuel Site Repairs	N/A	506	1422*******	1041
Total Reimbursements Processed	N/A	652	493	427
Total Internal FleetAnywhere Fuel Tickets Processed	N/A	2,571	1,174	1924
Total Remedy Tasks Processed	N/A	2,600	8316*******	8570
State Surplus Program				
Total Number of SP-1's Processed	1,990	2,150	2,071	2276
Total Number of Billing Invoices	3,069	3,556	4,298	5011
Total E-Auction Items Sold	9	10	114	219
Federal Surplus Program				
Total Value of Federal Inventory Onhand	7,000,000	5,800,000	9,760,985	7,629,484
Total Value of Federal Items Donated	12,300,000	28,200,000	6,755,667	5,100,000
Total 1033 transactions				314
Total Number of Compliance Visits	68	60	8	33
SBA Transactions			12	32
Motor Pool Program				
Total Pool Vehicles	223	192	191	180
Vehicle Utilization Rate %	N/A	70%*****	72%	71%
Total Mileage for Pool Vehicles	2,344,327	2,949,698	2,475,159	2,133,041
Average Vehicle Mileage	N/A	15,363	14,705	12,648
Total Reservations Serviced	30,927	34,836	31,955	29,601
Total Number of Outsourced Rentals Used	162	435	417	111

* Capital Leases were included in this figure this year

*The total number of meter rejects listed is calandar year 2001 (part of FY 2001 data was unavailable)

**Mileage data based on estimated average mile/month over the life of the vehicles

***Mileage data is based on average miles per month during the FY

****Just light duty, standard lease vehicles

*****Percent for the first six months of FY 02

******Shuttle passengers ridership is based on ridership averages

******* vehicles were used but not put into service for the Olympics

********* Fuel network is using a better tracking system for fuel site repairs, and work load tracking

Budget Highlights	FY 2000	FY 2001	FY 2002	FY2003
General Administration				
Total Division Budget	$33,844,100	$34,746,400	$35,794,500	$39,138,159
Total Administration Budget	$583,800	$722,300	$1,029,700	$0
Total Capital Authorization	$29,428,162	$36,871,665	$33,860,746	$20,291,066
Total Capital Outlay	$14,654,911	$18,597,989	$16,809,606	$13,890,401
Total Capital Carry Over	$4,178,762	$18,273,676	$17,051,140	NA
Total Retained Earnings	$2,901,062	$2,930,924	$3,983,042	$3,025,752
Total OTC Revenues	$703,977	$266,038	$699,250	$704,533
Total Division Revenues	$33,750,504	$37,400,065	$36,297,206	$38,458,784
Total Division Expenditures	$30,265,293	$37,312,659	$34,260,321	$39,406,999
Total General Fund Payback	$2,653,082	$1,143,941	$1,562,958	$1,434,999
Actual FTE's	11	13	10	7.64
Operations Program				
Total Budget	$19,448,700	$21,837,900	$21,776,900	$23,327,200
Total Revenue	$19,448,700	$20,389,800	$21,060,800	$21,954,515
Total Expenditures	$15,259,381	$19,432,955	$19,967,551	$22,460,711
Total $Replacement Vehicles Purchased	$13,828,040	$19,815,215	$16,546,434	$13,890,461
Total $Maintenance and Repair Budget	$3,985,600	$3,887,200	$3,215,342	$2,922,720
Total $Fuel Budget	$4,004,300	$4,001,000	$2,873,129	$3,162,640
Total $Accident Costs	$525,196	$618,216	$606,230	$843,907
Total $Accident Costs reimbursed				
Total PM Costs	$681,422	$743,224	$685,661	$554,627
Total Brake Costs (Task Code 13)	$377,743	$392,037	$486,964	$330,665
Total Tire Costs (Task Code 17)	$550,338	$600,993	$763,523	$608,210
Total Engine Costs (Task Code 26, 27, and 40-47)	$714,254	$687,573	$882,245	$652,926
Total Depreciation Expense	$6,814,434	$9,200,325	$10,044,800	$13,068,400
Total Net Book $Value Central Pool Fleet	$50,834,451	$57,490,866	$60,786,808	$57,071,365
Total FTE's	16	14	13	13.93
Fuel Network Program				
Total Fuel Budget	$12,648,000	$11,692,300	$16,496,700	$14,687,259
Total Revenue	$12,648,019	$15,703,996	$13,231,923	$14,687,259
Total Expenditures	$13,299,728	$15,535,620	$13,384,165	$14,684,512
Total Cost of Goods Sold	$11,730,341	$13,337,219	$14,004,100	$13,346,995
Total Capital Authorization	$2,268,126	$1,345,578	$1,460,578	$0
Total Cost of Mitigation	$444,555	$136,847	$33,671	$70,669
Total FTE's	8	7	7	8.68
State Surplus Program				
Total Budget	$539,900	$535,600	$731,600	$773,100
Total Revenue	$539,931	$597,202	$900,569	$877,631
Total Expenditures	$692,587	$677,527	$580,836	$713,060
Total $Value of Property Sold	$3,857,556	$4,564,790	$4,052,535	
Number of FTE's	4	4	6	7

Budget Highlights	FY 2000	FY 2001	FY 2002	FY2003
Federal Surplus Program				
Total Budget	$623,700	$680,600	$541,200	$350,600
Total Revenue	$623,722	$295,999	$340,368	$336,268
Total Expenditures	$518,147	$526,972	$367,501	$374,525
Total Value of the Federal Inventory	$7,000,000	$32,671,039	$9,760,985	$7,629,484
Total Value of Federal Items Donated	$12,300,000	$26,306,954	$6,755,667	$5,100,000
Total 1122 Program Revenues				
Total 1033 Program Revenues				
Total Number of FTE's	5	5	4	3.25
Motor Pool Program				
Total Motor Pool Revenues	N/A	$350,173	$736,552	$603,111
Total Motor Pool Expenditures	N/A	$552,575	$1,218,056	$1,174,191
Total Shuttle Budget*	N/A	$318,300	$0	$0
Total Shuttle Expenditures	$208,919	$273,910	$0	$0
Total Number of FTE's	N/A	4	3	3.5
Total Temp PTE's	6	3	0	
Total Average FTE's	44	47	43	44
Total Authorized FTE's	52	52	52	47

* The Shuttle service was discontinued due to budget cuts